

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140036-6

REPORTS INVENTORY

DDS/OTR/SIWA-8

PREPARE IN DUPLICATE

| | | | | |
|---|--|---|--------------------------------|--|
| 1. TITLE OF REPORT (if a fill-in report include Form No.) | | 2. TYPE OF REPORT | | STATISTICAL |
| Course Schedule Projections | | <input checked="" type="checkbox"/> REPORT | | <input checked="" type="checkbox"/> NARRATIVE |
| 3. FUNCTIONAL AREA | | PERSONNEL | TRAINING | MACHINE-NAME LISTING |
| | | LOGISTICS | SECURITY | ADMIN. GENERAL OTHER (specify) |
| | | MEDICAL | FINANCE | |
| 4. NO. OF COPIES PREPARED | | 5. FREQUENCY (weekly, monthly, quarterly, etc.) | | 6. DISTRIBUTION (No. of components not number of copies) |
| 25 | | Semi-annually | | 6 |
| 7. FORMAT (memorandum, form computer print-out, etc.) | | 8. ADP PROCESSING | | 9. DIRECTIVE AUTHORITY REQUIRING REPORT |
| Listing | | <input checked="" type="checkbox"/> YES | IF YES GIVE ADP PROCESSING NO. | OTR 25-1, "Training Records & Registration" |
| <input checked="" type="checkbox"/> NO | | | | |
| 10. PREPARING COMPONENT (include lowest level contributing information to report) | | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) | | |
| C/SIWA | | 2 (WAF and IF), memos with same title | | |

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

| GRADE | HOURLY RATE | X | HOURS PER REPORT | ✖ | COST PER REPORT | X | TIMES PREPARED | = | COST PER YEAR |
|-------|-------------|---|------------------|---|-----------------|---|----------------|---|---------------|
| 16 | \$14.50 | X | 2 | ✖ | \$29.00 | X | 2 | = | \$58.00 |